

Agents

Manual Verification of Inspection

WebSub will electronically verify inspection; however, manual verification may be made when an inspection record is not available. Follow the steps below to manually verify inspection when prompted by the application.

The ability to manually verify inspection is given to agent locations by the county. To verify inspection manually, the Vehicle Inspection Report (VIR) must be provided by the customer.

Step 1. When prompted, ask the customer to provide you their VIR and select "Yes." Proceed to Step 2. If you select "No" you will be prompted to ask if the vehicle is out-of-state. If it is, proceed with renewal. If not, the customer

Renew Registration - Vehicle Record • ERROR - 5053 - A CURRENT PASSING VEHICLE INSPECTION IS REQUIRED TO RENEW REGISTRATION. MCLENNAN County Renewal Vehicle Information Fees Due GRDDG WINDSHIELD STICKER 54.00 Plate: Plate Type: VIN: PLPC111 REG FEE-DPS 1 00 CNTY ROAD BRIDGE ADD-ON FEE 3D7MX48C36G219211 10.00 Document Number: 10720038817092644 CHILD SAFETY FUND 1.50 Model Year: 2012 AUTOMATION FEE 1.00 Make/Model: DODG Expiration Date: 11 / 2014 Total \$67.50 Unable to validate insurance, does the customer have valid insurance information? (a) Yes (b) No. Unable to verify inspection, does the customer have a valid Vehicle Inspection Report? @ Yes @ No. Is the vehicle out of state? Yes No

should be instructed to complete a passing inspection or provide their VIR.

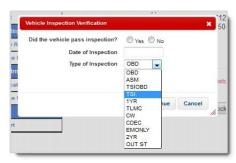
Note: If the customer needs a copy of their VIR, they can request one from any inspection station.

Step 2. Verify from the VIR that the vehicle has a passing

inspection and select "Yes".

Note: If the vehicle does not have a passing inspection, and the VIN matches, there is no need to continue forward, instruct the customer to complete a passing inspection.

Vehicle Registration Renewal



Vehicle Inspection Pop-up

- Step 3. Verify the VIN on the VIR matches the VIN on the renewal notice.
- Step 4. Locate the Inspection date from the VIR and enter it into WebSub.

Note: The application will calculate whether the inspection is current and will not allow you to process the renewal if it is not.

Step 5. Locate the Inspection type from the VIR and select the same type in WebSub from the dropdown.

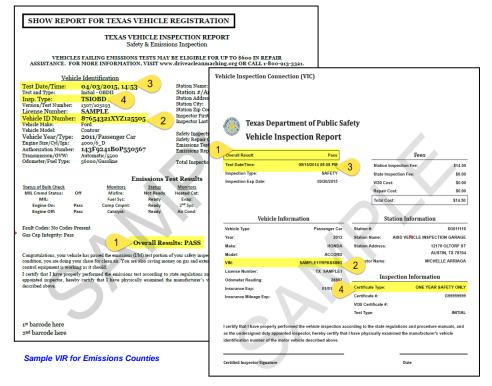
Step 6. Select "Continue"

Step 7. Select "Process and Print Sticker".

Note: If the state's portion of the inspection fee is due at time of renewal, WebSub will calculate the amount and include it in the total amount due.

Fees Due	
WINDSHIELD STICKER	50.75
REG FEE-DPS	1.00
CNTY ROAD BRIDGE ADD-ON FEE	10.00
CHILD SAFETY FUND	1.50
AUTOMATION FEE	1.00
INSPECTION FEE	10.25
Total	\$74.50

Vehicle Registration Renewal Page



Sample VIR for Safety Only Counties

